

## Module 3

### Chapter 3

## Examples of DoD Customized Requests for Personnel Action

#### National Guard Request for Personnel Actions

The National Guard and Reserve Request for Personnel Actions is a one-page document. It uses a combination of Taskflow Buttons and List of Values to complete the desired action. Additional information will be covered in the National Guard Module of this User Guide.

#### National Guard Bureau Request for National Guard and Reserve Actions

**Request for AGR Action**

**Active Guard and Reserve Personnel Actions**

**Action Information**

Requested Action  Effective Date

**Employee Information**

Last Name  First Name  Middle Name

Social Security Number

**Position Information**

From Position Name

To Position Name

**Extra Information**

**Update HR**

#### National Guard (NG) Unique Data Fields

Region	Data Field	Description/Action
Action Information	Requested Action	Use the LOV.
	Effective Date	Type in date or use Calendar.

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## Examples of DoD Customized Requests for Personnel Action, Continued

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### National Guard (NG) Unique Data Fields (continued)

Region	Data Field	Description/Action
<b>Employee Information</b>	Last Name	Use the LOV.
	First Name	Auto populates.
	Middle Name	Auto populates.
	Social Security Number	Auto populates.
<b>Position Information</b>	From Position Name	Use the LOV.
	To Position Name	Use the LOV.

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### National Guard (NG) Taskflow Buttons

Taskflow Buttons	Description/Action
<b>Extra Information Taskflow Button</b>	Displays nine data fields to select DDFs for completion as needed.
<b>Update HR Taskflow Button</b>	Click to <b>Update HR</b> .

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